



City of Seat Pleasant

Office of the City Administrator

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for Me using information and communication technology, with the internet of things”

Department Name City Administrator

Date of Report February 26, 2018

Reporting Period February 1-26, 2018

Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

The administration office worked on a variety of issues which includes the following:

- *Participated in the Budgeting for Outcomes (BFO) webinar training for the FY 2019 submission;*
- *Preparation of the BFO offer for FY 2019 which was submitted to the Finance department for review;*
- *Review of the draft Emergency Preparedness and Operations Plan draft submitted to the Council*
- *Prepared draft letter for the mayor’s signature in opposition to HB which adversely affects municipal governments from amending their respective local charters;*
- *Submitted questions to IBM Watson for the establishment of FAQ’s for the website and IOC;*
- *Recommended a writing training class for staff;*
- *Reviewed various contracts including a proposal from the builders of the temporary swing space for General Liability and Property Damage Waiver insurance coverage; recommended and received a Certificate of Insurance from LGIT adding the vendor as an additional insured saving the City \$6,000;*
- *Reviewed and resolved several workman’s compensation, unemployment, and personnel litigation claims;*
- *Reviewed Citizen Comment Forms from last public meeting and advised Council Clerk on appropriate responses;*
- *Reviewed and approved approximately 250 purchase requisitions;*
- *Reviewed and edited the draft resolution for data collection security and privacy for IOC;*
- *Reviewed Mutual Aid Agreement for the public works department which should be ready for council adoption at the March 12, 2018 public session;*
- *Prepared recommendation for Acting City Treasurer and Acting Public Works Director confirmation ceremony;*
- *Reviewed grant application narrative for technical assistance grant for the office of Economic Development;*

- Reviewed and approved payment requests for CDBG grant for Goodwin Park repairs;
- Approved leave requests for various employees;
- Requested LGIT to train employee on use for LGIT member portal;

The department also attended various meetings with the I-Net technical team and the City's IT firm concerning the requirements related to wiring and technology in the swing space in preparation for the relocation; the public safety department represented the administration at the I-Net full-Committee meeting which approved the annual budget;

The City administrator also submitted the nomination for Clerk of the City Award for Ms. Dashaun Lanham, and submitted the application for the MML Awards Competition for the Seat Pleasant App.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

The City Administrator will update citizens at the Ward meeting scheduled for March 2018.

Indicate problems identified, barriers encountered and solutions reached.

*At the executive team meeting a question was raised about the staff person designated to input purchase requests and how the city could resolve obtaining new licenses for additional users. **Solution:** the CA suggested that the memo field be utilized to state the actual person making the request saving the city unnecessary expenditures.*

Identify goals for the next reporting period.

Complete the BFO submission for FY 2019

Examples of Goals

Goal _____% reduction in household consumable waste (based on statistics from refuse contractor)

Goal _____% increase in recyclables (based on statistics from refuse contractor)

Goal _____ % increase in green initiatives (e.g., number of shredding events, trees planted, electric cars purchased/used, number of bags/pounds of leaves mulched, implementation of rain gardens, etc.)

Goal _____ % increase in educational/promotional/marketing events for residents re green initiatives (e.g., newsletter articles re composting trainings, use of rain barrels, etc.)

Supporting Documentation: Source: Office of the City Treasurer

Revenue

Line Item various revenue sources (reported through NetSuite)

FY <u>17</u> Budget (Previous Year)	FY <u>18</u> Budget (Current Year) \$400,000	FY _____Actual (Current Year)

Attachments: Photos, Newsletter articles, City of Seat Pleasant Green Team, etc.